

SHOWMOBILE/PORTABLE STAGE PERMIT APPLICATION



TOWN OF SOUTHAMPTON PARKS & RECREATION DEPARTMENT

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★ ★ ★ PLEASE PRINT ★ ★ ★

APPLICATION DATE _____ UNIT REQUESTED ☐ SHOWMOBILE ☐ PORTABLE STAGE (uncovered)

1. NAME OF PERSON FILING APPLICATION _____ Email: _____

MAILING ADDRESS _____

PHONE: HOME _____ BUSINESS _____ FAX _____

2. NAME OF ORGANIZATION OR COMPANY _____

3. ACTIVITY PLANNED _____ LOCATION OF USE _____

4. DATE(S) REQUESTED _____ S M T W T H F SAT
PLEASE CIRCLE APPROPRIATE DAY(S)

TIME(S) REQUESTED: START* _____ END _____

5. WILL THERE BE POWER AT THE SITE? ☐ NO ☐ YES IF SO, HOW MUCH? _____

6. OTHER EQUIPMENT REQUESTED: ☐ CHAIRS ☐ FLAGS ☐ LIGHT TOWER ☐ 12.5KW GENERATOR**
OTHER (SPECIFY) _____

7. PLEASE MAKE A DIAGRAM SHOWING THE UNIT AT THE SITE

* LIST TIME THAT STAGE NEEDS TO BE READY FOR USE. SET-UP TIME AND TAKE DOWN TIME (APPROX. 1 HR. TOTAL) WILL NOT BE INCLUDED IN THE RENTAL FEE.

** GENERATOR RENTAL FEE: \$75.00 PER DAY.

8. I have read the rules and regulations governing the use of Town property and agree that by my signature I, as well as the organization which I represent will abide by them.

SIGNATURE _____

☐ APPROVED

☐ DENIED

OFFICE USE ONLY

REASON: _____

PERMIT NO.

PAYMENT TYPE:

CHECK NO. _____

CREDIT CARD _____

CASH _____

FEE REQUIRED _____ FEE PAID _____

INSURANCE REQUIRED ☐ YES ☐ NO AMOUNT (\$1,000,000 LIABILITY W/TOWN AS ADD'L INSURED) ☐ CERT. RECEIVED
COMMENTS _____

DATE

☐ SEE DETAIL SHEET ATTACHED

STAFF SIGNATURE

CC:

☐ MAINTENANCE

☐ PUBLIC SAFETY

☐ PARK SUPERVISOR

☐ BEACH MANAGER

☐ POLICE

☐ OTHER _____

MAINT. DIRECTIONS _____